



## **Legislative Administration Staff Duties and Contact Information**

<b><u>NAME</u></b>	<b><u>AREA OF EXPERTISE</u></b>	<b><u>PHONE</u></b>
Connie Ridley	Human Resources & Fiscal Management	741-1919
VACANT	Admin Assistant – Assist Office Operations,	741-0552
Jamie Eaton	Accounts payable, Member Postage/Printing Accounts, Printing, Bank Deposits	741-1100, ext. 44883
Breanna Grafton	Benefits Administration, Payroll, Service Awards, HR assistance	741-1100, ext. 44893
Scott Kyle	Security ID Office, Member Resolution Framing, Monthly Expense Tracking	741-1100, ext. 44887
McKenzie Lee	Member Travel, Staff Travel, Travel Expense Reimbursements, Air Travel, Registrations	741-1100, ext. 44888
Kelley Pendergrass	Payroll, Leave and Attendance, Automated Time System, Higher Ed Fee Waivers, Loan Forgiveness	741-1100, ext. 44885
Robert Robertson	Supply Office Management, Orders Supplies, Inventory Management	741-1100, ext. 44891

## **Intern Program Administration**

Shirley Frierson	Legislative Internship Program Administration	741-3299
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